

**CLASS TITLE: ASSISTANT MOTOR VEHICLES
ADMINISTRATOR FOR FIELD
SERVICES**

Class Code: 02522800

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the planning, coordination, direction, administration and operation of all Motor Vehicles Branch Offices Services involving such programs and functions as: motor vehicle registration, and testing and licensing of motor operators; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and submitted reports for compliance with departmental policies and objectives, laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and evaluates the work of a subordinate staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the planning, coordination, direction, administration and operation of all Motor Vehicles Branch Offices Services involving such programs and functions as: motor vehicle registration, and testing and licensing of motor operators.

To assist a superior by relieving such of administrative details concerned with the Department's Motor Vehicles Branch Offices functions.

To confer with superiors for guidance and assistance in the preparation of reports on the application and interpretation of state laws and departmental policies and regulations.

To assist in the formulation of Department policies and procedures.

To evaluate present management and methods procedures programs and functions as to their effectiveness and efficiency in attaining their objectives and to prepare future plans and budget allocations based on these evaluations.

To make recommendations on program planning and implementation on budget requirements and staffing needs.

As required, to assist in personnel and labor relations matters.

To maintain an effective public relations program which will provide an understanding of policies, functions and objectives involving a statewide motor vehicle customer services program.

To review existing laws, proposed legislation, rules and regulations involving the programs and functions of the Division and to make recommendations.

As required, to attend meetings and conferences involving state and local officials, professionals, and the public.

To be responsible for the efficient use, maintenance and protection of all physical facilities.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and procedures of business administration and the ability to apply such knowledge in the administration and operation of a statewide motor vehicle customer services program; a working knowledge of the basic principles, practices and procedures of state government; the ability to interpret and apply state laws, rules and regulations as they relate to the operation of a statewide motor vehicle customer services program; the ability to evaluate present programs and functions and to make recommendations for their improvement as

well as the ability to develop new programs when necessary; the ability to establish and maintain an effective public relations program between the division and the public involving policies; functions, and objectives of the state wide motor vehicle program; the ability to plan, organize, direct, coordinate and evaluate the work of a subordinate staff engaged in carrying out a statewide motor vehicle customer services program; the ability to establish and maintain an effective working relationship with superiors and subordinates, members of the community, representatives of government, officials of other state agencies, and the general public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in business administration, or a closely related field; and

Experience: Such as may have been gained through: employment in a highly responsible administrative and supervisory position involving the application of the principles and practices of motor vehicles administration and customer services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: August 28, 1988

Editorial Review: 3/15/03